

ARN No.: **M192021008**

30 December 2019

MOHAMED KAMIL SHATTI ABDELAZIZ (JZG1N642)
UTM
81310 SKUDAI
JOHOR
MALAYSIA

Dear Sir/Madam,

OFFER FOR POSTGRADUATE ADMISSION ACADEMIC SESSION 20192020 (SEM. 2)

Congratulations! We are pleased to offer you a place in our postgraduate programme as stated below:

Faculty	: Azman Hashim International Business School
Programme	: Master of Information Technology
Specialisation	: Information Technology Management
Programme Code	: MBSCA2AJA
Type	: Mixed Mode
Normal Duration	: 3 - 8 Semester (18 - 48 Months)
Reception date	: 29 January 2020 (Wednesday)
Time	: 09:00 AM (Local Time)
Venue	: UTM International, Level 2, Block S19, Universiti Teknologi Malaysia, 81310 Johor Bahru, Johor.

2. This offer is subject to the satisfactory fulfillment of the following conditions and other conditions stated in **Annex I**;
 - a. Undergo medical check-up in Malaysia, arranged by the Universiti Teknologi Malaysia certifying that you are medically fit and in good health to accept the offer. **The university reserves the rights to withdraw this offer or terminate your study immediately if you are found to suffer or be a carrier of any contagious / infectious diseases**, or have a medical condition requiring continuous medical care that will adversely affect your study at UTM. Please refer to **Annex II** for details.
 - b (i) **Attain the minimum English language requirement i.e. TOEFL score of 550 (or 79 IBT) or IELTS band 6.0 (only original and valid TOEFL or IELTS (Academic) certificates of not more than TWO (2) YEARS VALIDITY UPON THE DAY OF REGISTRATION are accepted. Institutional - based/ prediction score TOEFL/IELTS are not acceptable); OR**
 - b (ii) **Achieve TOEFL score of 525 -549 (or score of 69 -70 for TOEFL IBT) or IELTS BAND 5.5 AND successfully attended and passed 120 hours of training in an Intermediate English Language Course and awarded certificate(s) for the course(s) from any institution recognized by the University; OR**
 - b (iii) **Attend and complete ELS Certified Intensive English Programme (CIEP) Level 108/109. (Candidates with ELS CIEP Level 107 will be required to attend and pass English Language for Postgraduates Programme (EPG) at Language Academy (LA) UTM.**
 - c. **As an international student, you are required to have a Student Pass for the purpose of study in UTM. This offer of admission does not come with a student pass. An international student has to apply for Visa Approval Letter (VAL) issue by Malaysia Immigration Department and get a Single Entry Visa from Malaysia Embassy / Consulate at your country before entering Malaysia. The fee and charges for visa application have to be paid separately from tuition fee / registration fee. Please refer to Annex V (i) for details on the visa application.**

3. This offer is valid for ONE semester only. The last date for registration is **27 February 2020 (Thursday)** for coursework / mixed mode / English course student.
4. You must go through the Annexure (I – V)
5. **The Reception Week Schedule for International Students will be posted on our website <http://isc.utm.my> two weeks before the registration date.**
6. Kindly notify your acceptance of this offer **as soon as possible**. Please notify your acceptance **as soon as possible through online**.

We look forward to welcoming you to UTM. For further information, please do not hesitate to contact us at **pgrad@utm.my**.

Yours sincerely,



NAJWA BINTI MOHAMED
Senior Assistant Registrar
Postgraduate Admission Unit
Student Recruitment & Admission Division (SRAD)
Universiti Teknologi Malaysia
for Vice Chancellor
Phone: 075537904
Email: najwa@utm.my

cc.: - Dean, Azman Hashim International Business School
Attention : Dr Noriza Bt. Mohd Jamal @ Kamar.
- Supervisor(s)

TERMS AND CONDITIONS

Name : **MOHAMED KHAMIL SHATTI ABDELAZIZ**
 Programme : **Master Of Information Technology - MBSCA2AJA**
 Specialisation : **Information Technology Management**

This offer is **conditional** on you satisfying the following requirements:

1. Attend a Pre-Master Programme which consists of the following courses:
 - i. SCSD 2523 – Database System
 - ii. SCSD 1513 – Technology and Information Systems
 - iii. SCSD 2613 – System Analysis and Design
2. Complete the **Pre-Master Programme** with a minimum CGPA of 3.00 within two (2) semesters. During this period, registration of the courses that contribute to the credit of your programme or change your programme of study is not allowed.
3. All information given in the application form is shall be truth. If there is any false declaration for gaining entry to UTM, the **University reserves the rights to immediately withdraw this offer at any time.**
4. a) Undergo a compulsory medical check-up in Malaysia (arranged by the University) and be certified healthy and free from any contagious/infectious disease or illness that will adversely affect your study. International students from yellow fever endemic areas without a valid immunisation certificate will be immediately quarantined on arrival for Six (6) days excluding the travel period. **The university reserves the right to withdraw this offer or immediately terminate your study if you are found to suffer or be a carrier of contagious/infectious diseases, or suffer from a medical condition requiring continuous medical care that will adversely affect your study at UTM (Please refer to Annex II).**

b) Physically fit with no severe visual acuity defect, colour blindness and severe physical deformity that can affect performance in lab work for related programmes.
5. You **MUST** have the following documents during registration:

No.	Item	Original	Copy
i	Offer letter		✓
ii	Bachelor's and Master's degree certificates	✓	✓
iii	Bachelor's and Master's degree transcript	✓	✓
iv	TOEFL score or IELTS (Academic module only) original certificate (Please refer to Annex III)	✓	✓
v	Passport (valid for at least 18 months)	✓	✓

6. Pay the full fees for at least one (1) semester before or during the registration. Please refer to Annex IV.
7. Register and fulfil the requirements for additional courses in the programme.

HEALTH REQUIREMENTS FOR INTERNATIONAL STUDENT REGISTRATION

All new international students are required to undergo a comprehensive medical check-up at UTM Health Centre before registration. Please read **Table 1** and **Table 2** carefully to make sure that you are free from serious diseases and medical conditions that will prevent you from registering at UTM.

The most common diseases and medical conditions are HIV, Hepatitis B and C, Drug Abuse, and long term chronic illnesses. There were cases where international students were not aware that they suffered from these diseases until they underwent medical screening at UTM Health Centre. As a result, **they were not allowed to register at UTM and required to leave the country.**

To avoid this problem, we strongly advise you to undergo a **comprehensive pre-departure medical screening** in your home country.

(i) Communicable Disease

Disease		University's Regulation	
		Detected Before Registration	Detected After Registration
1	HIV / AIDS Hepatitis B Hepatitis C	Not fit for registration	Allowed to continue studies. Medical expenses not covered by student health scheme/insurance. Allow to defer studies max 2 semesters.
2	Tuberculosis	Defer registration until complete treatment (up to 2 semesters) with doctor's certification.	Allowed to continue studies. Allowed to defer studies max 2 semesters.
3	Malaria Typhoid Syphilis	Fit for registration with treatment covered by student health scheme / insurance.	Allowed to continue studies with treatment covered by student health scheme / insurance. Maximum medical leave is 2 weeks.
4	Communicable Disease defined as epidemic by Ministry of Health. e.g., Japanese encephalitis, SARS, Avian flu	Not fit for registration	Depending on latest health circular issues by Ministry of Health and WHO.

Table 1: Communicable Disease

(ii) Non-communicable Disease

Disease		University's Regulation	
		Detected Before Registration	Detected After Registration
1	Mental health disorder e.g., Epilepsy Bipolar, Depression.	Warrants a medical report from attending specialist. Allowed for registration if: i. No symptoms for more than 12 months ii. Not on treatment by doctor's orders iii. On treatment (will not be covered by student health scheme/insurance).	Allowed to continue studies if symptoms not affect studies. Medical expenses not covered by student health scheme/insurance.
2	Chronic illnesses with long term care e.g., cancer, dialysis	Not fit for registration	Allowed to continue studies if symptoms does not affect studies. Medical expenses not covered by student health scheme/insurance.
3	Drug abuse as stated in the University College Act (AUKU) and Malaysian Law.	Not fit for registration	Disciplinary action and termination of studies.
4	Chronic illness requires long term treatment e.g., Hypertension, Diabetes, Gout.	Fit for registration. Medical expenses not covered by student health scheme/insurance.	Allowed to continue studies if symptoms does not affect studies. Medical expenses not covered by student health scheme/insurance.

Table 2: Non-Communicable Disease

UTM ENGLISH LANGUAGE REQUIREMENT FOR INTERNATIONAL STUDENTS

All international students must have a valid TOEFL or IELTS certificate of not more than **two (2) years validity on the day of registration**. Only Students with a minimum **TOEFL score of 550 (PBT) (79 IBT)** or an **IELTS Band 6** and above can be admitted into a postgraduate programme.

Students who have **IELTS Band 5.5** or TOEFL Score of 525 - 549 (or score of 69 - 70 for TOEFL IBT) AND have successfully **attended and passed 120 hours of training in English** for Academic Purposes and **have been awarded with certificate(s)** course from institution(s) recognized by the University can register into a postgraduate programme.

International students from the list of countries given exemption can enrol in a faculty programme.

United States of America	Anguilla	Antigua and Barbuda	Australia	Bangladesh
Bermuda	British Virgin Island	Bahamas	Barbados	Canada
Cayman Island	Christmas Island	Cook Island	Falkland Islands	Fiji
Guernsey	Guam	Gibraltar	Grenada	Guyana
Ghana	Hong Kong	India	Isle of Man	Ireland
Jersey	Jamaica	Kiribati	Kenya	Liberia
Malawi	Malta	Marshall Islands	Mauritius	Montserrat
Micronesia	Namibia	Nauru	New Zealand	Niue
Nigeria	Norfolk Island	Papua New Guinea	Pakistan	Philippines
Puerto Rico	Palau	Rwanda	Singapore	Saint Kitts and Nevis
Saint Lucia	Saint Vincent and the Grenadines	St Helena	Samoa	Seychelles
Sierra Leone	Solomon Island	South Africa	Sudan	Swaziland
Tanzania	Tonga	Trinidad & Tobago	Turks and Caicos Island	Uganda
United Kingdom	US Virgin Islands	Zambia	Zimbabwe	

Starting from Semester II 2010/2011, students applying for Master or Doctor of Philosophy programme - Teaching English as a Second Language (TESL), must have a valid two (2) years validity TOEFL certificate with a score of 600 or above (PBT) (or IBT/CBT equivalent) or IELTS Band 7 or above.

1. TUITION FEES	Registration Fees	Service Fees	Study Fees*	Tuition Fees (First Semester)	Tuition Fees (Subsequent Semester)
	(A)	(B)	(C)	(D) = (A+B+C)	(E) = (B+C)
	MYR	MYR	MYR	MYR	MYR
Master (Taught Course) MBSCA2AJA	1,660.00	1,364.00	6,250.00	9,274.00	7,614.00

2. PERSONAL BOND	MYR	Remarks
Personal Bond	1,500.00	a. In accordance to the rules and regulations of the Immigration Department of Malaysia, all international students will have to pay Personal Bond. b. Personal Bond must be fully paid before registering as a new student.

3. OTHER FEES	Master (Mixed Mode)	Master (Research)	PhD	Remarks
	MYR	MYR	MYR	MYR
a. Bench Fee	2,000.00	3,000.00	5,000.00	MMBBA3AJA, PMBBA3AJA, MSCKA3AJA, PSCKA3AJA & MMBTA2AJA programme only.
b. Intensive English Program (IEP)	2,450.00 (exclusive Registration Fee and Service Fee)			Applicable to candidate who do not fulfill UTM English requirement
c. English for Postgraduate (EPG)/IELTS	2,500.00 (exclusive Registration Fee and Service Fee)			
d. Pre-Master	3,900.00 (exclusive Registration Fee and Service Fee)		NA	For students who are not qualified for direct entry to the Master program, in terms of academic qualifications
e. Pre-Active Fee	Registration Fee and Service Fee			
f. Short Semester Fee	Registration Fee RM 390.00 + RM190.00/credit hours			
g. Viva Voce Fee	NA	1,500.00	2,500.00	Should be paid before candidates submitted their thesis for the purpose of examination (viva voce)
h. Thesis Re-Examination Fee	NA	1,000.00	2,000.00	Candidates who are required to have their thesis to be re-examined after the viva-voce
i. Convocation Fee	250.00			

Term and Conditions of Study Fee* :

1. For Taught Course and Mixed Mode students, 60% from Study Fee rate will be charge if total credit hours of courses register per semester is equal or less than 12 credit hours.
2. For Mixed Mode students, full rate will apply for Disertation course OR register a Disertation course together with another credit courses in same semester.
3. Related to Item (i), new student of Taught Course and Mixed Mode is required to pay tuition fee under full rate of Study Fee. A refund will be process after course registration weeks is over, if total credit hours of courses registered per semester is equal or less than 12 credit hours.

Note:

1. New Student is required to make full payment for Tuition Fees (Item 1.D) and Personal Bond (Item 2).
2. The above fee does not include Education Malaysia Global Services (EMGS) and visa charges.
3. All Students are bound to **Student Financial Regulations 2019**. This regulation is accessible at **MyUTM portal** (my.utm.my) and **office of the Bursar website** (ebendahari.utm.my > edocuments > Guidelines > Student Finance Sections > Student Financial Regulations 2019).
4. The University reserves the right to change the tuition fees at any time.

PAYMENT METHOD AND OTHER INFORMATION

1. Payments are in **Ringgit Malaysia (MYR)**.
2. There is **No Cash payment** at the Bursar's Department counter.
3. Payment of tuition fees via **Cash Deposit Machine (CDM), ATM Transfer or Interbank/Instant Fund Transfer is Not Allowed**.

No.	Type of Student	Method
a.	New Students Only	UTM e-Commerce Portal a. Go to https://ecommerce.utm.my/ecommerce/ b. Select "Payment" menu c. Choose "Postgraduate Tuition Fee" category d. Click on the "Action" button for the payment rate to be paid. e. Click "Payment Type" - (FPX or Credit Card (Master/Visa)) f. Enter payment amount (if necessary) g. Enter "Payer Information" h. Click on the "Submit" button i. Make sure the transaction status is "successful" and print the receipt. j. Save the receipt for reference or bring during the day of the new student registration Note: 1. For step g., make sure the "Payer Information" entered is the student information, even though payment is made on behalf of the student. 2. A receipt can be obtained after successful payment. 3. FPX service charge is RM0.50.
b.	New Students Only	Telegraphic Transfer (TT) Account Name : Bendahari UTM Account Number : 8006053550 Swift Code : CIBBMYKL Name of Bank : CIMB Bank Berhad Branch : Taman Universiti, Skudai Address of Bank : 21 Jalan Kebudayaan 4, Taman Universiti, 81300 Skudai, Johor, Malaysia Note: 1. Above bank account detail is for payment through Telegraphic Transfer (TT) purpose only. Please ensure total amount of transfer is equivalent to total amount of payment in Ringgit Malaysia (MYR). 2. Typically, Telegraphic Transfer is complete within seven business days, depending on the origin and destination of the transfer, as well as any currency exchange requirements. Therefore, kindly make a payment earlier or at least seven days before your arrival date, to avoid any issues related to payment. 3. The "Payer Information" entered is the student information, even though payment is made on behalf of the student. 4. Save/print the TT bank slip for reference and bring it when come for new student registration day.

No.	Type of Student	Method
c.	New/Senior Students	CIMBClicks (Students need to have an account with Malaysia Bank - CIMB Bank) - Login to CIMBClicks - Choose "Pay&Transfer" menu - Choose 'Paybill' - Enter the name of the recipient: 'Universiti Teknologi Malaysia (UTM)' - Enter Matric No., Identification No. or ISID No. or ARN No. - Enter the payment amount and payment date - Click 'Make payment' - Click TAC and enter TAC No. after receiving it from the Bank - Make sure the transaction status is "successful" and print the receipt (payment slip). - Save the receipt for reference or bring during the day of the new student registration. Note: <i>For step e., make sure the information entered is student information, even though the payment is made on behalf of the student.</i>

- If you require further information about student financial matters, please contact Student Financial Section, Office of The Bursar, Universiti Teknologi Malaysia, 81310 Skudai, Johor, Malaysia at bendahari-ukp@utm.my.

GUIDE FOR VISA APPROVAL LETTER (VAL) APPLICATION

STEP 1

Complete your documents

Scan and compile your documents listed in **Annex V (ii)** checklist accordingly.

STEP 2

Apply VISA & pay your student visa online

Apply and track application status at <https://visa.educationmalaysia.gov.my>

1. Apply your student Visa Approval Letter (VAL) online at <https://visa.educationmalaysia.gov.my>
2. Track application status after 1 week of application
3. Immigration Malaysia will issue electronic Visa Approval Letter (eVAL) which can be downloaded at EMGS website after approval of VAL.
4. Print the eVAL to obtain Single-Entry-Visa (SEV) (refer step 3).

Noted: It may take 3-6 weeks for VAL approval.

STEP 3

Apply SEV at Malaysia Embassy

After VAL approved, please apply Single Entry Visa (SEV) at Malaysia Representative Office* as stated in eVAL.

Countries without the Malaysia Representative Office need to obtain Visa on Arrival for Student (VOAS) at VOA counter located at Arrival Hall / Malaysia entry point upon arrival. Check countries granted VOAS at <http://isc.utm.my/visa-approval-letter/>

*If you have any queries about the procedure, email to visa@utm.my or enquiry@emgs.com.my

NOTE: After approval of VAL and apply SEV, you may plan your travel. **PLEASE PLAN TRAVEL ARRANGEMENTS NEAR TO YOUR RECEPTION DATE (i.e. 1-2 days before reception date).**

STEP 4 (POST-ARRIVAL)

Post-arrival Medical Check-up, Registration and Student Pass Endorsement

Upon arrival at Malaysia (Immigration counter), show **your eVAL, SEV and Offer Letter** to the Immigration Officer. The Special Pass stamp will be endorsed by the Immigration for 30 days. Within the 30 days period of the Special Pass, you are required to complete the following step to obtain a Student Pass endorsement: -

- 1) Report to UTM International Office (Block S19 for UTM JB or 8th Floor, Menara Razak for UTM KL) for post-arrival medical check-up arrangement at UTM Health Center within 3 days of arrival.
- 2) Register as student as stated at offer letter (SRAD for UTM JB or School of Graduate Studies for UTM KL).
- 3) Submit document for **STUDENT PASS ENDORSEMENT** within **7 days of arrival at UTM International**. Refer website <http://isc.utm.my> for documents checklist .

NOTE: It should take **22 working days (or minimum 4 weeks)** upon receipt of a complete documents for student pass endorsement. The student pass application must get Supporting Letter from EMGS prior submit to Immigration Department. If student exit Malaysia (for any reason) without complete the student pass endorsement, your VAL and SEV will be **VOID**. You have to cancel previous VAL, apply new VAL and repeat the same process if you required to obtain for student pass in future.

DOCUMENTS REQUIRED FOR VISA APPROVAL LETTER (VAL) APPLICATION

NO.	DOCUMENTS	REMARKS (scan the document in pdf format)
1.	UTM Offer Letter	Original UTM Offer Letter
2.	Photo	Softcopy of passport photograph (3.5cm x 4.5cm) with WHITE background only. <i>Note: Please follow Photo Requirement Guidelines</i>
3.	Passport <i>Note: Passport validity is 18 months from application date</i>	i. Bio-data page (Color) ii. Pages with visa information & Observation page (if any) iii. Special Pass (if any) <i>Student from countries Nigeria, Libya, Iran, Iraq Somalia, Syria & Yemen are required to provide ALL passport pages.</i>
4.	Academic Certificates	i. Degree - Highest School Certificate ii. Master – Degree Certificate iii. Ph.D. – Degree & Master Certificate
5.	Academic Transcripts <i>Note: to submit together with academic certificate</i>	i. Degree- High School Transcript/ Exam Result ii. Master – Degree Transcript iii. Ph.D – Degree & Master Transcript
6.	Health Status Declaration Form	Please download template of Declaration of Health Status at http://isc.utm.my > visa & pass > VAL
7.	Letter of Eligibility (LOE) or No Objection Certificate (NOC) or No Objection Letter (NOL)	Applicable for student from Iran, Sudan and Oman only. Please refer http://isc.utm.my > visa & pass for documents preparation.

Please refer to <http://isc.utm.my> for details

OTHERS INFORMATION

- **[Postgraduate only] Married students MUST** enter Malaysia as a single traveler. Dependent passes can only be applied after a student's pass is issued. Visit <http://isc.utm.my/dependent-pass/> for details
- If VAL did not approve within specific time registration period, you are advised to postpone your study to the following semester. Kindly contact admission office at ugrad@utm.my or pgad@utm.my for details on registration.
- Please visit <http://isc.utm.my/iss> for International Student Society (ISS) contact details.

IMPORTANT NOTES:

- **DO NOT PURCHASE YOUR FLIGHT TICKET** until you have obtained the VAL & SEV approval.
- International Students **WILL NOT BE ALLOWED** to register with the University if you don't have VAL and SEV.
- Student is advised to travel to **Malaysia WITHIN** the period of the registration date (i.e. 1 or 2 days before reception date). The Special Pass is given for 30 days only.
- Students changing from another institution/university within Malaysia, please contact visa@utm.my / isckl@utm.my for variation/ progression procedures.

The Immigration Law of Malaysia **DOES NOT ALLOW** foreigners entering Malaysia on a Social Visit Pass to apply for Student Pass. UTM will not be responsible, and or directly or indirectly liable, in any way for the misuse of the Social Visit Pass.

**BANK ACCOUNT
EDUCATION MALAYSIA GLOBAL SERVICE (EMGS)**

If student did not have a credit card, you have an option to pay VAL processing fee through **Telegraphic Transfer (USD only)** or **Pay Through Institution (Malaysia Local Bank)**. Details EMGS bank account as follows:

Bank Name : **MALAYAN BANKING BERHAD (MAYBANK)**
Account Number : **514057662341**
Account name : **EMGS Escrow Account 1**
Swift Code : **MBBEMYKLXXX**
Bank Address : **Ground & Mezzanine Floor, Bangunan UTMSPACE,
195A, Jalan Tun Razak, 50450 Kuala Lumpur**

Note:

1. Send proof of payment (.pdf) to visa@utm.my by providing your **name, country, passport number** and **VAL application number** (i.e E7010xxxxx).
2. Visa fee is range between RM1,6xx to RM2,xxx. Amount varies according country and visa duration.

HEALTH DECLARATION FORM FOR APPLICANTS

I hereby declare that I am free from the following diseases/condition:

ITEMS	SELF		IF NO, PLEASE STATED	IF YOU HAVE SOUGH CONSULTATION FOR ANY OF THE LISTED DISEASES/CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM THE TREATING PHYSICIAN TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) PANEL CLINIC/ UNIVERSITY HEALTH CENTRE.
	YES	NO		
Tuberculosis				
Hepatitis B				
Hepatitis C				
HIV				
Drug use/abuse of:				
1. Opiates				
2. Cannabinoids				
3. Amphetamine				
4. Methamphetamine				
Sexually Transmitted Diseases				
Congenital or Inherited Disorder				
Cancer				
Epilepsy				
Psychiatric Illness				
Other Illness				

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysia regulations. In the event that I should be diagnose with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirement on the visit pass and exit before the pass expiration, or any deadline given to me whichever earlier.

I declare that in the event I should be diagnose with any conditions that does not required my removal from Malaysia but required medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any all cost relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner or whatsoever, arising out of EMGS Panel Clinic/University Health Centre certified of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinics/University Health Centre from any loss or liability arising from this decision.

.....
Date (dd/mm/yyyy)

.....
Name of applicants as indicate in the passport

.....
Applicant's signature

.....
Applicant's passport number

Kindly ensure all information requested in this form is complete and updated in English Language.